

# **Integrated Research, Education, and Extension Competitive Grants Program – National Integrated Water Quality Program**

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**FY 2005 Request for Applications**

**APPLICATION DEADLINE:        March 15, 2005**



**U.S. Department of Agriculture**



**Cooperative State Research, Education, and Extension Service**

**COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE;  
U.S. DEPARTMENT OF AGRICULTURE**

**INTEGRATED RESEARCH, EDUCATION, AND EXTENSION COMPETITIVE  
GRANTS PROGRAM— NATIONAL INTEGRATED WATER QUALITY PROGRAM**

**INITIAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance under 10.303, Integrated Research, Education, and Extension Competitive Grants Program.

**DATES:** Applications must be received by close of business (COB) on March 15, 2005 (5:00 p.m. Eastern Time). Applications received after this deadline will not be considered for funding. Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

**STAKEHOLDER INPUT:** The Cooperative State Research, Education, and Extension Service (CSREES) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program. Such comments will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Comments should be submitted by the deadline provided for in the DATES portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy, Oversight, and Funds Management Branch; Office of Extramural Programs; Cooperative State Research, Education, and Extension Service; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: [RFP-OEP@csrees.usda.gov](mailto:RFP-OEP@csrees.usda.gov). (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the National Integrated Water Quality Program RFA.

**EXECUTIVE SUMMARY:** CSREES requests applications for the Integrated Research, Education, and Extension Competitive Grants Program—National Integrated Water Quality Program (NIWQP) for fiscal year (FY) 2005 to develop research, education, and extension projects aimed at improving the quality of water resources in agricultural watersheds across the Nation. In FY 2005, CSREES anticipates that approximately \$11,933,320 will be available for support of this program.

This notice identifies the objectives for NIWQP projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a NIWQP

grant. CSREES additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

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## **PART I—GENERAL INFORMATION**

### **A. Legislative Authority and Background**

Section 406 of the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) (7 U.S.C. 7626) authorized the Secretary of Agriculture to establish a research, education, and extension competitive grants program to provide funding for agricultural activities with a total integrated, multifunctional research, education, and extension approach (see definition in Part VIII, E.). Subject to the availability of appropriations to carry out this program, the Secretary may award grants to colleges and universities (as defined by section 1404 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) (7 U.S.C. 3103)) on a competitive basis for integrated research, education, and extension projects. Grants are to be awarded to address priorities in United States agriculture that involve integrated research, education, and extension activities as determined by the Secretary in consultation with the National Agricultural Research, Extension, Education, and Economics Advisory Board (NAREEEAB).

CSREES will administer the Integrated Research, Education, and Extension Competitive Grants Program by determining priorities in U.S. agriculture through Agency stakeholder input processes in consultation with the NAREEEAB. Each RFA will be developed each fiscal year based on these established priorities and approaches to solving the critical agricultural issues. While the overall approach to solving critical agricultural issues, priorities, or problems will be through an integration of research, education, and extension activities within each individual program, component RFAs, depending on the priority addressed, may request applications that are research, education, or extension only, or a combination thereof.

In FY 2005, CSREES anticipates that the entire Integrated Research, Education, and Extension Competitive Grants Program will be funded at approximately \$42,613,360 (after deduction for administrative expenses) for the following integrated activities: Water Quality (\$11,933,320), Food Safety (\$13,769,640), and Pest Management, which includes Regional Integrated Pest Management Centers (\$3,864,000), Crops at Risk (\$1,288,000), Risk Avoidance and Mitigation Program (\$4,140,000), Methyl Bromide Transitions Program (\$2,880,520), and Organic Transitions Program (\$1,737,880). Three of the five Integrated Research, Education, and Extension Competitive Grants Program RFAs have already been released: one for Food Safety, one for Pest Management, and one for Integrated Organic Program, which includes the Organic Transitions Program. This RFA announces and describes one component of the NIWQP for approximately \$11,933,320. Another NIWQP RFA, the Conservation Effects Assessment Project, will be published separately as a joint program with the Natural Resources Conservation Service and the Farm Service Agency. The total funding available for this joint program will be approximately \$3,000,000. CSREES will provide approximately \$2,000,000 for this joint program and NRCS will contribute approximately \$1,000,000.

### **B. Purpose and Priorities**

The goal of the NIWQP is to contribute to the improvement of the quality of our Nation's surface water and groundwater resources through research, education, and extension activities. Projects funded through this program will facilitate achieving this goal by advancing and disseminating the knowledge base available to agricultural, rural, and urbanizing communities. Funded projects should lead to science-based decision making and management practices that improve the quality of the Nation's surface water and groundwater resources in agricultural and rural watersheds.

NIWQP applications are being solicited in the following program areas:

1. National Facilitation Projects;
2. Regional Water Quality Coordination Projects; and
3. Integrated Research, Education, and Extension Projects.

Funding for Extension Education Projects has been redirected into Program Area 110.D Integrated Research, Education, and Extension Projects.

Projects **MUST** address water quality issues **at the watershed scale in agricultural and rural watersheds, including those watersheds where pressure from urban/suburban development is impacting water quality.** Eight topical themes have been identified for the NIWQP:

1. Animal Waste Management;
2. Drinking Water and Human Health;
3. Environmental Restoration;
4. Nutrient and Pesticide Management;
5. Pollution Assessment and Prevention;
6. Watershed Management;
7. Water Conservation and Agricultural Water Management; and
8. Water Policy and Economics.

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

There is no commitment by USDA to fund any particular application or to make a specific number of awards. In FY 2005, CSREES anticipates that approximately \$11,933,320 will be available to fund NIWQP applications.

### **B. Types of Applications**

In FY 2005, CSREES is soliciting applications in the following three NIWQP program areas: National Facilitation Projects; Regional Water Quality Coordination Projects; and Integrated Research, Education, and Extension Projects (see Part II, C. for more information).

Applications must be submitted as one of the following four types of requests:

**1. New application.** This is a project application that has not been submitted to the NIWQP previously. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

**2. Renewal application.** This is a project application that requests additional funding for a project beyond the period that was approved in an original or amended award. Applications for renewed funding must contain the same information as required for new applications, and additionally must contain a Progress Report (see Project Description, Part IV, B., 6.). Renewal applications must be received by the due date, will be evaluated in competition with other pending applications in the appropriate area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

**3. Resubmitted application.** This is an application that had previously been submitted to the NIWQP but was not funded. Project Directors (PDs) must respond to the previous review panel summary (see Response to Previous Review, Part IV, B., 5.). Resubmitted applications must be received by the due date, will be evaluated in competition with other pending applications in the appropriate area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

**4. Resubmitted renewal application.** This is a project application that requests additional funding for a project beyond the period that was approved in the original award. In addition, this is an application that had previously been submitted for renewal to the NIWQP but was not approved. Therefore, PDs must provide a Progress Report as required under the Project Description, Part IV, B., 6., and must respond to the previous review panel summary as required under Response to Previous Review, Part IV, B., 5. Resubmitted renewal applications must be received by the due date, will be evaluated in competition with other pending applications in the appropriate area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

### **C. Program Area Description**

The following are CSREES funding estimates for FY 2005, number of awards anticipated, maximum annual project budgets, and acceptable project periods for each of the program areas within the NIWQP.

<b>Program Area</b>	<b>Funding Estimate FY 2005</b>	<b>Number of Awards Anticipated FY 2005</b>	<b>Maximum Annual Project Budget</b>	<b>Acceptable Project Period</b>
National Facilitation Projects	\$800,000	2	\$100,000	1 – 4 yrs.
Regional Water Quality Coordination Projects (RWQCP)*	\$6,000,000 *	1	\$600,000	1 – 3 yrs.
Integrated Research, Education, and Extension Projects	\$3,100,000	7	\$200,000	1 – 3 yrs.
Conservation Effects Assessment Project (CEAP) Competitive Grants Program	\$2,000,000	4	\$220,000	1-3 yrs.
* Projects are solicited for Regional Water Quality Coordination programs that cover the states and territories represented by EPA Region II (New York, New Jersey, Puerto Rico and the U. S. Virgin Islands). Eight existing projects will be continued from FY 2004 for approximately \$5,400,000.				

**Applications that include requests for annual project budgets in excess of the maximum annual project budgets established above (with the exception of multi-region projects under the RWQCP program area), or propose project periods outside the acceptable project ranges above, for the applicable program area, will be returned to applicants without review.**

Over time, it is the intent of CSREES to solicit projects that represent all eight themes (listed in Part I, B.) In each program area, projects are solicited only on those topics identified in that program area's description below. It is essential that applicants read the descriptions carefully when preparing applications.

## **1. National Facilitation Projects**

## **Program Area 110.A**

Across the nation, communities are attempting to formulate public policy and management strategies that will allow growth and increased profitability. Proposed projects should coordinate new or expand successful existing programs to provide a common base of knowledge in support of individuals and communities addressing growth while also protecting or improving the quality of water resources.

In this program area, applications are invited that:

- (a) Initiate, expand or improve national or multi-regional coordinated programs to increase



public understanding and involvement in community decision-making for water resources; and/or

(b) Facilitate the development of recommendations and tools to improve public policy on water resources issues.

This program area will support projects that facilitate the appropriate application of tools and techniques to strengthen awareness of the water quality impacts of current and proposed land use activities. Such tools for community decision-makers or individual property owners might include Geographic Information Systems, databases, decision support systems, remote sensing, economic analysis, or World Wide Web technologies.

Proposed projects should:

- (a) Develop solutions to identified water resource issues of concern that employ the tools and techniques described above;
- (b) Result in additional citizen involvement;
- (c) Contribute to an increase in community partnerships and networks;
- (d) Yield more rational analysis of environmental decisions and wider dispersal of information in communities and across the Nation; and
- (e) Provide an appropriate management plan for the national or multi-regional facilitation project including a detailed plan for evaluating success of project objectives.

**Two areas of special emphasis exist for the FY 2005 program.** Projects addressing an area of special emphasis will be given priority for funding.

(a) Projects that enhance delivery of water quality programs among underserved audiences in rural and agricultural watersheds. Efforts to enhance the delivery of information to and increase the capacity of small and mid-sized agricultural producers among ethnic minorities are encouraged; and

(b) Projects that explore and test compelling or persuasive communication techniques (e.g., marketing) to enhance the effectiveness of science-based water resource communication resulting in behavior change to protect or improve water resources.

All PDs funded in this section of the program are expected to participate in the annual CSREES National Water Quality Conference. Reasonable travel expenses may be claimed as part of the project budget.

In addition, funded PDs are expected to participate in the Standing Leadership Team for National Facilitation Projects of the CSREES Committee for Shared Leadership for Water Quality.

Award recipients also are expected to provide annual reports and updates to the appropriate Regional Water Quality Coordinator. Contact information for the Regional Water Quality Coordinators will be provided to award recipients at the time of the award.

Examples of funded national facilitation projects are available at [www.usawaterquality.org/facilitation](http://www.usawaterquality.org/facilitation).

## **2. Regional Water Quality Coordination Projects**

## **Program Area 110.B**

This component of the NIWQP is designed to make research, education, and extension resources of the university system more accessible to Federal, State, and local water resources improvement efforts. Through this coordination, new or expanded opportunities are expected for agricultural producers and agriculturally impacted communities to adopt voluntary approaches for the improvement of water resources. This program area also is intended to continue and strengthen the national program.

Proposals in this section should address the following two questions:

- (a) What are the most important water resources issues (and the relevant water quality program themes, Part I., B.) in agricultural and rural watersheds within the region? and
- (b) What tools (e.g., integration of research, extension, and education, leveraging funding, stakeholder led research and extension efforts, improved curriculum development) will be implemented through regional coordination to improve the response of the university system to water resources issues?

Each regional water quality coordination project is expected to participate in activities that strengthen the capacity of the national program to meet NIWQP goals. Key elements of the national program include the continued development and hosting of a national web site ([www.usawaterquality.org](http://www.usawaterquality.org)) that coordinates and links to web sites hosted by regional water quality coordination projects; development and implementation of a national reporting system; hosting the CSREES National Water Quality Conference; and communication of successes from water quality projects that demonstrate the capacity of the national program.

Regional Water Quality Coordination Projects are expected to:

- (a) Facilitate integration of water resources research, education, and extension at a regional scale;
- (b) Periodically conduct water quality needs assessments for the region and report on partnerships and progress in water quality improvement;
- (c) Provide effective liaison efforts between Federal, State, and local agencies in the region (as needed) and universities and colleges represented in the project;
- (d) Serve as repositories for **ALL** reports from water quality projects funded by the CSREES Water Program and other projects deemed appropriate by the regional coordination team;
- (e) Develop a regional web site that communicates information on CSREES Water Program (National Research Initiative and NIWQP) projects and relevant water resources issues;
- (f) Collaborate in the linkage of their web sites to other funded regions; and
- (g) Describe how regional coordination will be undertaken and provide an appropriate management plan for regional coordination.

The PD of the regional coordination project is expected to participate as a member of the CSREES Committee for Shared Leadership for Water Quality (CSL-WQ). The regional coordinator also must travel to and participate in quarterly CSL-WQ meetings, and participate in subcommittees of the CSL-WQ. Information concerning the CSL-WQ is available at [www.usawaterquality.org/csl/](http://www.usawaterquality.org/csl/).

All PDs and Co-PDs funded in this section of the program are expected to participate in the annual CSREES National Water Quality Conference. Reasonable travel expenses may be claimed as part of the project budget.

Award recipients also are expected to provide annual reports and updates to the National Program Leader for Water Quality (see Part VII contact information).

### **3. Integrated Research, Education, and Extension Projects** **Program Area 110.D**

All proposed projects in Program Area 110.D **MUST** present a **FULLY** integrated research, education, and extension approach to solve water resource problems at the whole watershed scale that includes research objectives, education objectives, and extension/outreach objectives.

**Projects submitted to Section 110.D will be evaluated, in part, based upon their ability to address the following items. Projects responding to this section of the RFA MUST:**

- (a) Identify the cause of water resource degradation;
- (b) Solve water resource problems at the whole watershed scale. Applications that propose work at a spatial scale other than the whole watershed must demonstrate that the geospatial scale or entity (state, county, or community) is the most appropriate scale of investigation and will ultimately result in watershed level improvements in water resources. Projects at the plot- or field-scale will not be accepted;
- (c) Include hypothesis-driven research that fills the knowledge gaps that are critical to the development of practices and programs that will improve the quality of the Nation's water resources;
- (d) Create educational deliverables (e.g., interdisciplinary curriculums, experiential learning for undergraduates and graduate students) that will train the next generation of scientists and educators who will work to improve the Nation's water resources;
- (e) Deliver an effective extension/outreach program that will lead to measurable behavior change in an identified audience or stakeholder group; and
- (f) Include a management plan (developed with input from stakeholder advisory groups, watershed councils, or other community led action teams) that leads to measurable improvements in the watershed condition.

**Projects MUST address one of the following question areas presented below:**

- (a) What leads to **MEASUREABLE BEHAVIOR CHANGE** of farmers, ranchers and landowners or land managers regarding the practices they implement to protect water quality or

manage water use? What factors (physical, social, economic, or institutional) foster or impede adoption of practices or technology? What factors foster or impede maintenance of practices or technology? What are the most effective tools (for the identified audience) to promote real change?

(b) What are the hydrologic, geomorphic, and ecological conditions needed to restore the structure and function of aquatic or estuarine ecosystems impacted by agricultural water use (surface water or groundwater) or agricultural non-point source pollution? How do social, cultural, economic, and/or institutional factors hinder or promote implementation of existing hydrologic, geomorphic, and ecological knowledge?

**Preference will be given to projects that:**

(a) Demonstrate a substantial potential to enhance

The long term knowledge base;  
Existing opportunities for leveraging; and  
Active public and private sector participation.

(b) Take advantage of the participatory research, education, and extension opportunities engendered by watershed restoration and continued watershed management; and/or

(c) Focus on watersheds where the project will better inform policy makers in developing the most equitable multi-state and/or regional strategies for water quality improvement.

All PDs funded in this section of the program are expected to participate in the annual CSREES National Water Quality Conference. Reasonable travel expenses may be claimed as part of the project budget.

Award recipients also are expected to provide annual reports and updates to the appropriate Regional Water Quality Coordinator. Contact information for the Regional Water Quality Coordinator will be provided to award recipients at the time of the award.

Examples of funded projects are available at [www.usawaterquality.org/projects](http://www.usawaterquality.org/projects).

**4. Conservation Effects Assessment Project**

**Program Area 110.E**

This program area will be offered as part of an interagency joint solicitation titled “Evaluating the Effects of Conservation Practices on Water Quality.” Information on this program area will be available in a separate supplemental RFA. CSREES anticipates publishing this RFA at the end of January 2005 and will make the document available at [www.csrees.usda.gov/fo/funding.cfm](http://www.csrees.usda.gov/fo/funding.cfm) . For more information on this program area, potential applicants may contact Mary Ann Rozum at (202) 401-4533 or [mrozum@csrees.usda.gov](mailto:mrozum@csrees.usda.gov) or Lisa Duriancik at (202) 401-4141 or [lduriancik@csrees.usda.gov](mailto:lduriancik@csrees.usda.gov) .

All PDs funded in this section of the program are expected to participate in the annual CSREES National Water Quality Conference. Reasonable travel expenses may be claimed as part of the

project budget.

Award recipients also are expected to provide annual reports and updates to the appropriate Regional Water Quality Coordinator. Contact information for the Regional Water Quality Coordinator will be provided to award recipients at the time of the award.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Applications may be submitted by colleges and universities (as defined in section 1404 of the NARETPA). For purposes of this program, the terms “college” and “university” mean an educational institution in any State which (1) admits as regular students only persons having a certificate of graduation, or the recognized equivalent of such a certificate, from a school providing secondary education; (2) is legally authorized within such State to provide a program of education beyond secondary education; (3) provides an educational program for which a bachelor’s degree or any other higher degree is awarded; (4) is a public or other nonprofit institution; and (5) is accredited by a nationally recognized accrediting agency or association. Applications also may be submitted by 1994 Land-Grant Institutions (as defined in Part VIII, E.). A research foundation maintained by a college or university is not eligible to receive an award under this program. Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project.

### **B. Matching Requirements**

If a grant provides a particular benefit to a specific agricultural commodity, the grant recipient is required to provide funds awarded on a dollar-for-dollar basis from non-Federal sources with cash and/or in-kind contributions.

CSREES may waive the matching funds requirement for a grant if CSREES determines that: (a) the results of the project, while of particular benefit to a specific agricultural commodity, are likely to be applicable to agricultural commodities generally; or (b) the project involves a minor commodity, the project deals with scientifically important research, and the grant recipient is unable to satisfy the matching funds requirement.

## **PART IV—APPLICATION AND SUBMISSION INFORMATION**

### **A. Address to Request Application Package**

Program application materials are available at the CSREES Funding Opportunities website <http://www.csrees.usda.gov/funding/forms.html>. If you do not have access to the web page or have trouble downloading material and you would like a hard copy, you may contact the Proposal Services Unit, Competitive Programs, USDA/CSREES at (202) 401-5048. When calling the Proposal Services Unit, please indicate that you are requesting the RFA and associated application forms for the National Integrated Water Quality Program. These materials also may be requested via Internet by sending a message with your name, mailing address (not e-mail) and phone number to [psb@csrees.usda.gov](mailto:psb@csrees.usda.gov). State that you want a copy of the RFA and the associated application forms for the National Integrated Water Quality Program.

### **B. Content and Form of Application Submission**

The applications should be prepared following the guidelines and the instructions below. Each application must contain the following elements in the order indicated:

#### **1. General**

Use the following guidelines to prepare an application. Proper preparation of applications will assist reviewers in evaluating the merits of each application in a systematic, consistent fashion:

(a) Prepare the application on only one side of the page using standard size (8 1/2" x 11") white paper, one-inch margins, typed or word processed using no type smaller than 12 point font, and single- or double-spaced. Use an easily readable font face (e.g., Geneva, Helvetica, Times Roman).

(b) Number each page of the application sequentially, starting with the Project Description, including the budget pages, required forms, and any appendices.

(c) Staple the application in the upper left-hand corner. Do not bind. An original and nine (9) copies (10 total) must be submitted in one package, along with ten (10) additional copies of the Project Summary, Form CSREES-2003, as a separate attachment.

(d) Include original illustrations (photographs, color prints, etc.) in all copies of the application to prevent loss of meaning through poor quality reproduction.

(e) The contents of the application should be assembled in the following order:

- (1) Proposal Cover Page (Form CSREES-2002)
- (2) Table of Contents
- (3) Project Summary (Form CSREES-2003)
- (4) Response to Previous Review (if applicable)
- (5) Project Description

- (6) References
- (7) Appendices to Project Description
- (8) Key Personnel
- (9) Collaborative Arrangements (including Letters of Support)
- (10) Conflict-of-Interest List (Form CSREES-2007)
- (11) Budget (Form CSREES-2004)
- (12) Budget Narrative
- (13) Matching (if applicable)
- (14) Current and Pending Support (Form CSREES-2005)
- (15) Assurance Statement(s) (Form CSREES-2008)
- (16) Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)
- (17) Page B, Proposal Cover Page (Form CSREES-2002), Personal Data on Project Director

## **2. Proposal Cover Page (Form CSREES-2002)**

### **Page A**

Each copy of each grant application must contain a Proposal Cover Page, Form CSREES-2002. One copy of the application, preferably the original, must contain the pen-and-ink signature(s) of the proposing PDs and the authorized organizational representative (AOR), the individual who possesses the necessary authority to commit the organization's time and other relevant resources to the project. If there are more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information and signatures) and attach to the Proposal Cover Page (Form CSREES-2002). Any proposed PD or co-PD whose signature does not appear on Form CSREES-2002 or attached additional sheets will not be listed on any resulting grant award. Complete both signature blocks located at the bottom of the Proposal Cover Page form. Please note that Form CSREES-2002 is comprised of two parts - Page A, which is the Proposal Cover Page, and Page B, which is the Personal Data on Project Director.

Form CSREES-2002 serves as a source document for the CSREES grant database; it is therefore important that it be accurately completed in its entirety, especially the e-mail addresses requested in Blocks 4.c. and 18.c. However, the following items are highlighted as having a high potential for errors or misinterpretations:

- (a) Type of Performing Organization (Block 6.a. and 6.b.). For Block 6.a., a check should be placed in the appropriate box to identify the type of organization which is the legal recipient named in Block 1. Only one box should be checked. For Block 6.b., please check as many boxes that apply to the affiliation of the PD listed in Block 16.
- (b) Title of Proposed Project (Block 7.). The title of the project must be brief (140-character maximum, including spaces), yet represent the major thrust of the effort being proposed. Project titles are read by a variety of nonscientific people; therefore, highly technical words or phraseology should be avoided where possible. In addition, introductory phrases such as “investigation of,” “research on,” “education for,” or “outreach that” should not be used.



(c) Program to Which You Are Applying (Block 8.). Enter “National Integrated Water Quality Program”. Include the Program Area and Number (e.g., National Facilitation Project 110.A). **Also, in block 8, please identify, if available, the Department of Health and Human Services’ Payment Management System (DHHS-PMS) Payee Identification Number (PIN) that has been assigned to your organization for CSREES awards. This is a four character alpha numeric code used by DHHS-PMS to associate the Entity Identification Number (EIN) with the recipient’s business office where the financial responsibility and accountability for the organization rests. If a PIN has not been assigned to your organization, you will be assigned a DHHS-PMS PIN after an award has been made to your organization.**

(d) DUNS NO. (Data Universal Numbering System) (Block 11.). A DUNS number must be included for the legal recipient named in Block 1. (except applications from individuals). See Part VIII, G.

(e) Type of Request (Block 14.). Check the block for “New,” “Renewal,” “Resubmission,” or “Resubmitted Renewal”.

(f) Project Director (PD) (Blocks 16.-19.). Blocks 16.-18. are used to identify the PD and Block 19. to identify co-PDs. If needed, additional co-PDs may be listed on a separate sheet of paper and attached to Form CSREES-2002, the Proposal Cover Page, with the applicable co-PD information and signatures. Listing multiple co-PDs, beyond those required for genuine collaboration, is discouraged.

(g) Other Possible Sponsors (Block 21.). List the names or acronyms of all other public or private sponsors including other agencies within USDA to which your application has been or might be sent. In the event you decide to send your application to another organization or agency at a later date, you must inform the identified CSREES program contact as soon as practicable. Submitting your application to other potential sponsors will not prejudice its review by CSREES; however, submitting the same (i.e., duplicate) application to another CSREES program is not allowed.

### **Page B**

Page B should be submitted only with the original signature copy of the application and should be placed as the last page of the original copy of the application. This page contains personal data on the PD(s). CSREES requests this information in order to monitor the operation of its review and awards processes. This page will not be duplicated or used during the review process. Please note that failure to submit this information will in no way affect consideration of your application.

## **3. Table of Contents**

For consistency and ease in locating information, each application must contain a detailed Table of Contents immediately following the proposal cover page. The Table of Contents should contain page numbers for each component of the application. Page numbering should begin with the first page of the Project Description.

#### **4. Project Summary (Form CSREES-2003)**

The application must contain a Project Summary, Form CSREES-2003. The summary should be approximately 250 words, contained within the box, placed immediately after the Table of Contents, and not numbered. The names and affiliated organizations of all PDs and co-PDs should be listed on this form, in addition to the title of the project. The summary should be a self-contained, specific description of the activity to be undertaken and should focus on: overall project goal(s) and supporting objectives; plans to accomplish project goal(s); and relevance of the project to the purpose of the NIWQP. The importance of a concise, informative Project Summary cannot be overemphasized. If there are more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information) and attach to the Project Summary (Form CSREES-2003).

#### **5. Response to Previous Review**

This requirement only applies to “Resubmitted Applications” and “Resubmitted Renewal Applications” as described under Part II., B., “Types of Applications.” PDs must respond to the previous review panel summary on no more than one page, titled “RESPONSE TO PREVIOUS REVIEW,” which is to be placed directly after the Project Summary, Form CSREES-2003.

#### **6. Project Description**

**PLEASE NOTE:** For all applications, the **Project Description shall not exceed twenty (20) total pages of written text, figures, and tables.** This page limit has been established to ensure fair and equitable competition. The Project Description must include all of the following:

**(a) Introduction:** Include a clear statement of the long-term goal(s) and supporting objectives of the proposed activities. Summarize the body of knowledge or past activities which substantiate the need for the proposed project. Describe ongoing or recently completed significant activities related to the proposed activity, including the work of key project personnel. Include preliminary data/information pertinent to the proposed project. In addition, include in-depth information on the following, when applicable:

- (1) Estimates of the magnitude of the issues and their relevance to stakeholders and to ongoing State-Federal food and agricultural research, education, and extension programs;
- (2) Role of the stakeholders in problem identification, planning, and implementation and evaluation as appropriate; and
- (3) Reasons for having the work performed at the proposing institution.

**(b) Objectives:** Include clear, concise, complete, and logically arranged statement(s) of specific aims of the proposed effort in all proposals. Integrated Research, Education, and Extension Projects (Program Area 110.D) must include specific objectives for each function: research, education, and extension.

**(c) Methods:** Explicitly state the procedures or methods to be applied to the proposed effort. Include, but do not necessarily limit to:

- (1) Description of stakeholder involvement in problem identification, planning, implementation and evaluation;
- (2) Description of the proposed project activities in the sequence in which it is planned to carry them out;
- (3) Techniques to be employed, including their feasibility and rationale for their use in this project;
- (4) Kinds of results expected;
- (5) Means by which extension and education activities will be evaluated;
- (6) Means by which data will be analyzed and interpreted;
- (7) Details of plans to communicate results to stakeholders and the public;
- (8) Pitfalls that might be encountered; and
- (9) Limitations to proposed procedures.

**(d) Cooperation and Institutional Units Involved:** Cooperative, multi-institutional and multi-disciplinary applications are encouraged. Identify each institutional unit contributing to the project and designate the lead institution or institutional unit. When appropriate, coordinate the project with the efforts of other State and/or national programs. Clearly define the roles and responsibilities of each institutional partner.

**(e) Facilities and Equipment:** Report and briefly describe all facilities which are available for use or assignment to the project during the proposed project period. Itemize all major equipment or instrumentation available for use or assignment to the proposed project. In addition, list all items of nonexpendable equipment needed to conduct and bring the project to a successful conclusion, include dollar amounts and, if funds are being requested for their acquisition, justify.

**(f) Project Timetable:** Outline all important phases as a function of time, year by year, for the entire project, including periods beyond the grant funding period. Include specific, measurable accomplishments for each year of NIWQP funding.

**(g) Progress Report:** For renewal applications and resubmitted renewal applications (as defined in Part II., B.), a progress report must be included within the page limitation set for the Project Description portion of the application.

In addition to the contents required above, applications proposing **National Facilitation Projects or Regional Water Quality Coordination Projects** must describe the roles and responsibilities of central coordinators and present a management plan for the administration of the project including facilitation of communication, planning, and annual report preparation.

## **7. References**

All references to works cited should be complete, including titles and all co-authors, and should conform to an acceptable journal format. References are not considered in the page-limitation for the Project Description.

## **8. Appendices to Project Description**

Appendices to the Project Description are allowed if they are directly germane to the proposed project. The addition of appendices should not be used to circumvent the page limit.

## **9. Key Personnel**

The following should be included, as applicable:

- (a) The roles and responsibilities of each PD and/or collaborator should be clearly described; and
- (b) The vitae of the PD and each co-PD, senior associate, and other professional personnel. This section should include vitae of all key persons who are expected to work on the project, whether or not CSREES funds are sought for their support. The vitae should be limited to two (2) pages each in length, excluding publications listings. The vitae should include a presentation of academic and research credentials, as applicable, e.g., earned degrees, teaching experience, employment history, professional activities, honors and awards, and grants received. A chronological list of **all** publications in **refereed journals** during the past **four (4) years**, including those in press, must be provided for each project member for whom a curricula vitae is provided. Also list only those **non-refereed** technical publications that have **relevance** to the proposed project. All authors should be listed in the same order as they appear on each paper cited, along with the title and complete reference as these usually appear in journals.

## **10. Collaborative Arrangements**

If it will be necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified. If the consultant(s) or collaborator(s)

are known at the time of application, a vitae or resume should be provided. In addition, evidence (e.g., letter of support) should be provided that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application. See instructions in the application forms for completing Form CSREES-2004, Budget.

### **11. Conflict of Interest List (Form CSREES-2007)**

A Conflict of Interest List, Form CSREES-2007, must be provided for all individuals who have submitted a vitae in response to item 9. (b) of this part. Each Form CSREES-2007 should list alphabetically, by the last names, the full names of the individuals in the following categories: (a) all co-authors on publications within the past four years, including pending publications and submissions; (b) all collaborators on projects within the past four years, including current and planned collaborations; (c) all thesis or postdoctoral advisees/advisors within the past four years; and (d) all persons in your field with whom you have had a consulting or financial arrangement within the past four years, who stand to gain by seeing the project funded. This form is necessary to assist program staff in excluding from application review those individuals who have conflicts of interest with the personnel in the grant application. The program contact must be informed of any additional conflicts of interest that arise after the application is submitted.

### **12. Budget**

#### **(a) Budget Form (Form CSREES-2004)**

Prepare the Budget, Form CSREES-2004, in accordance with instructions provided with the application forms. A budget form is required for each year of requested support. In addition, a cumulative budget is required detailing the requested total support for the overall project period. Applicants may include in the requested budget reasonable travel expenses for appropriate personnel to attend annual three-day symposiums organized on behalf of the NIWQP. Indirect costs should be calculated as specified under Part IV., D., and identified on Line L. of Form CSREES-2004. The budget form may be reproduced as needed by applicants. Funds may be requested under any of the categories listed on the form, provided that the item or service for which support is requested is allowable under the authorizing legislation, the applicable statutes, regulations, and Federal cost principles, and these program guidelines, and can be justified as necessary for the successful conduct of the proposed project. Applicants also must include a budget narrative to justify their budget requests (see section (c) below.)

#### **(b) Matching**

If an applicant concludes that matching funds are not required as specified under Part III., B., a justification should be included in the Budget Narrative. CSREES will consider this justification when ascertaining final matching requirements or determining if required matching can be waived. CSREES retains the right to make final determinations regarding matching requirements.

For those grants where matching funds are required as specified under Part III., B., applications should include written verification of commitments of matching support (including both cash and in-kind contributions) from third parties. Written verification means:

For any third party cash contributions, a separate pledge agreement for each donation, signed by the authorized organizational representative of the donor organization and the applicant organization, which must include: (1) the name, address, and telephone number of the donor; (2) the name of the applicant organization; (3) the title of the project for which the donation is made; (4) the dollar amount of the cash donation; and (5) a statement that the donor will pay the cash contribution during the grant period.

For any third party in-kind contributions, a separate pledge agreement for each contribution, signed by the authorized organizational representatives of the donor organization and the applicant organization, which must include: (1) the name, address, and telephone number of the donor; (2) the name of the applicant organization; (3) the title of the project for which the donation is made; (4) a good faith estimate of the current fair market value of the third party in-kind contribution; and (5) a statement that the donor will make the contribution during the grant period.

The sources and the amount of all matching support from outside the applicant institution should be summarized on a separate page and placed in the application immediately following the Budget Narrative. All pledge agreements must be placed in the application immediately following the summary of matching support.

The value of applicant contributions to the project shall be established in accordance with the applicable cost principles. Applicants should refer to OMB Circular A-21, Cost Principles for Educational Institutions, for further guidance and other requirements relating to matching and allowable costs.

### **(c) Budget Narrative**

All budget categories, with the exception of Indirect Costs, for which support is requested, must be individually listed (with costs) in the same order as the budget and justified on a separate sheet of paper and placed immediately behind the Budget form. If consulting, collaborative arrangements, or subcontractual arrangements are included in the application, these arrangements should be fully explained and justified. The rate of pay for any consultant must be included, if known at the time of application. Letters of intent or other evidence should be provided to show that collaborators have agreed to participate. For each arrangement involving the transfer of substantive programmatic work or the provision of financial assistance to a third party, a proposed statement of work, vita, and a budget must be supplied. In multi-state/territory applications, a budget and budget narrative must be included for each state/territory involved. The lead state/territory and each participating state/territory must be identified.

### **13. Current and Pending Support (Form CSREES-2005)**

All applications must contain Form CSREES-2005 listing other current public or private support (including in-house support) to which personnel (i.e., individuals submitting a vitae in response

to item 9.(b) of this part) identified in the application have committed portions of their time, whether or not salary support for person(s) involved is included in the budget. Please follow the instructions provided on this form. Concurrent submission of identical or similar applications to the possible sponsors will not prejudice application review or evaluation by the CSREES. However, an application that duplicates or overlaps substantially with an application already reviewed and funded (or to be funded) by another organization or agency will not be funded under this program. **Please note that the project being proposed should be included in the pending section of the form.**

#### **14. Assurance Statement(s) (Form CSREES-2008)**

A number of situations encountered in the conduct of projects require special assurances, supporting documentation, etc., before funding can be approved for the project. In addition to any other situation that may exist with regard to a particular project, applications involving any of the following elements must comply with the additional requirements as applicable.

##### **(a) Recombinant DNA or RNA Research**

As stated in 7 CFR Part 3015.205 (b)(3), all key personnel identified in the application and all endorsing officials of the proposing organization are required to comply with the guidelines established by the National Institutes of Health entitled, “Guidelines for Research Involving Recombinant DNA Molecules,” as revised. If your project proposes to use recombinant DNA or RNA techniques, you must so indicate by checking the “yes” box in Block 20. of Form CSREES-2002 (the Proposal Cover Page) and by completing Section A of Form CSREES-2008. For applicable applications recommended for funding, Institutional Biosafety Committee approval is required before CSREES funds will be released. Please refer to the application forms for further instructions.

##### **(b) Animal Care**

Responsibility for the humane care and treatment of live vertebrate animals used in any grant project supported with funds provided by CSREES rests with the performing organization. Where a project involves the use of living vertebrate animals for experimental purposes, all key personnel identified in an application and all endorsing officials of the proposing organization are required to comply with the applicable provisions of the Animal Welfare Act of 1966, as amended (7 U.S.C. 2131 et seq.), and the regulations promulgated thereunder by the Secretary in 9 CFR Parts 1, 2, 3, and 4 pertaining to the care, handling, and treatment of these animals. If your project will involve these animals, you should check “yes” in Block 20. of Form CSREES-2002 and complete Section B of Form CSREES-2008. In the event a project involving the use of live vertebrate animals results in a grant award, funds will be released only after the Institutional Animal Care and Use Committee has approved the project. Please refer to the application forms for further instructions.

##### **(c) Protection of Human Subjects**

Responsibility for safeguarding the rights and welfare of human subjects used in any grant project supported with funds provided by CSREES rests with the performing organization. Guidance on this issue is contained in the National Research Act, Pub. L. No. 93-348, as amended, and implementing regulations promulgated by the Department under 7 CFR Part 1c. If you propose to use human subjects in your project, you should check the “yes” box in Block 20. of Form CSREES-2002 and complete Section C of Form CSREES-2008. In the event a project involving human subjects at risk is recommended for award, funds will be released only after the Institutional Review Board (IRB) has approved the research plan and CSREES has accepted documentation of the IRB approval. Please refer to the application forms for additional instructions.

## **15. Certifications**

Note that by signing Form CSREES-2002 the applicant is providing the certifications required by 7 CFR Part 3017, regarding Debarment and Suspension and Drug-Free Workplace, and 7 CFR Part 3018, regarding Lobbying. The certification forms are included in the application package for informational purposes only. These forms should not be submitted with the application since by signing Form CSREES-2002 your organization is providing the required certifications. If the project will involve a subcontractor or consultant, the subcontractor/consultant should submit a Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, to the grantee organization for retention in their records. This form should not be submitted to USDA.

## **16. Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)**

As outlined in 7 CFR Part 3407 (the CSREES regulations implementing NEPA), the environmental data for any proposed project is to be provided to CSREES so that CSREES may determine whether any further action is needed. In some cases, however, the preparation of environmental data may not be required. Certain categories of actions are excluded from the requirements of NEPA.

In order for CSREES to determine whether any further action is needed with respect to NEPA, pertinent information regarding the possible environmental impacts of a particular project is necessary; therefore, Form CSREES-2006, NEPA Exclusions Form, must be included in the application indicating whether the applicant is of the opinion that the project falls within a categorical exclusion and the reasons therefore. If it is the applicant’s opinion that the proposed project falls within the categorical exclusions, the specific exclusion(s) must be identified.

Even though a project may fall within the categorical exclusions, CSREES may determine that an Environmental Assessment or an Environmental Impact Statement is necessary for an activity, if substantial controversy on environmental grounds exists or if other extraordinary conditions or circumstances are present which may cause such activity to have a significant environmental effect.

## **C. Submission Dates and Times**



**When to Submit (Deadline Date)**

Applications must be received by COB March 15, 2005 (5:00 p.m. Eastern Time). Applications received after this deadline will not be considered for funding.

**D. Funding Restrictions**

CSREES has determined that grant funds awarded under this authority may not be used for the renovation or refurbishment of research, education, or extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

Section 710 of the FY 2005 Consolidated Appropriations Act (Public Law 108-447) limits indirect costs to 20 percent of the total Federal funds provided under each award. Therefore, when preparing budgets, applicants should limit their requests for recovery of indirect costs to the lesser of their institution's official negotiated indirect cost rate or the equivalent of 20 percent of total Federal funds awarded. Another method of calculating the maximum allowable is 25 percent of the total direct costs.

**E. Other Submission Requirements****1. What to Submit**

An original and nine (9) copies of the application must be submitted (10 total). In addition, ten (10) copies of the application's Project Summary must be submitted. All copies of the application and the Project Summary must be submitted in one package.

**2. Where to Submit**

Applicants are strongly encouraged to submit completed applications via overnight mail or delivery service to ensure timely receipt by the USDA. The address for hand-delivered applications or applications submitted using an express mail or overnight courier service is:

National Integrated Water Quality Program  
c/o Proposal Services Unit  
Cooperative State Research, Education, and Extension Service  
U.S. Department of Agriculture  
Room 1420, Waterfront Centre  
800 9<sup>th</sup> Street, SW  
Washington, DC 20024  
Telephone: (202) 401-5048

Applications sent via the U.S. Postal Service must be sent to the following address:

National Integrated Water Quality Program  
c/o Proposal Services Unit  
Cooperative State Research, Education, and Extension Service

U.S. Department of Agriculture  
STOP 2245  
1400 Independence Avenue, SW  
Washington, DC 20250-2245

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the Form CSREES-2002. If the applicant's e-mail address is not indicated, CSREES will acknowledge receipt of the application by letter.

If the applicant does not receive an acknowledgment within 60 days of the submission deadline, please contact the program contact. Once the application has been assigned an application number, please cite that number on all future correspondence.

## **PART V—APPLICATION REVIEW REQUIREMENTS**

### **A. General**

Each application will be evaluated in a two-part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, applications that meet these requirements will be evaluated for technical merit by a review panel.

Reviewers will be selected based upon training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (1) the level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities; (2) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (3) the need to include as reviewers other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs; (4) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, private profit and non-profit organizations) and geographic locations; (5) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (6) the need to include reviewers who can judge the effective usefulness to producers and the general public of each application.

### **B. Evaluation Criteria**

The following three evaluation criteria will be used in reviewing applications submitted in response to this RFA:

Applications that are strong in all three areas and that address special emphasis areas identified in this RFA will be more likely to receive NIWQP funding.

#### **1. Technical merit of all aspects of the application, including research, education, and extension components, as appropriate.**

- (a) Adequacy and appropriateness of objectives for research, education, and extension, as appropriate;
- (b) Extent to which proposed work addresses identified stakeholder needs and water resource issues of concern;
- (c) Suitability and feasibility of methodology for conducting work;
- (d) Reasonability of time allocated for attainment of objectives;
- (e) Qualifications of key project personnel;
- (f) Institutional experience and competence in proposed area of work; and
- (g) Adequacy of available support personnel, equipment, and facilities.

#### **2. Relevance of proposed project to NIWQP purpose (see Part I, B.).**

- (a) Relationship of project objectives to national themes;
- (b) Extent to which special emphasis areas are addressed;
- (c) Transferability of project results or developed materials beyond the project scale;
- (d) Evidence of necessary involvement from interdisciplinary teams;
- (e) Extent to which partnerships with other institutions (Federal, State, other) are developed;
- (f) Extent to which end users were/will be involved in problem identification, planning, implementation, and evaluation;
- (g) Probability of success of the project; and
- (h) Extent to which potential impact(s) can/will be documented.

### **3. Review criteria for specific program areas.**

#### **(a) National Facilitation Projects:**

- (1) Degree to which the project facilitates development of public policy or increases public understanding and involvement in community decision-making for water resources;
- (2) Evidence of new or enhanced partnerships and networks;
- (3) Quality of management plans for administering the national or multi-regional effort; and
- (4) Suitability and feasibility of methods for evaluating success of project activities.

#### **(b) Regional Water Quality Coordination Projects:**

- (1) Degree to which coordination will occur across states within the region(s);
- (2) Ability and adequacy of the plan to coordinate research, education, and extension activities within the region(s);
- (3) Degree of participation in and support for national program development; and
- (4) Quality of management plans for administering regional activities.

#### **(c) Integrated Research, Education, and Extension Projects:**

- (1) Degree of integration of research, education and extension;
- (2) Inclusion of an interdisciplinary team that includes physical, chemical, biological and social scientists (as appropriate);
- (3) Identification of the cause of water resource degradation;
- (4) Suitability of scale;
- (5) Likelihood that project will fill knowledge gaps that are critical to the development of practices and programs and improve the quality of the Nation's water resources;
- (6) Likelihood that project will create educational deliverables (e.g., interdisciplinary curriculum, experiential learning for undergraduates and graduate students) that will train the next generation of scientists and educators who will work to improve the Nation's water resources;
- (7) Identification of the appropriate audience or stakeholder group of interest and effectiveness of plan to deliver an extension/outreach program that will lead to measurable outcome-oriented impacts;

- (8) Appropriateness of management plan (developed with input from stakeholder advisory groups, watershed councils, or other community led action teams) and likelihood that it will lead to measurable improvements in the watershed condition;
- (9) Quality of monitoring and evaluation plans; and
- (10) Inclusion of plans to evaluate the costs and benefit of best management practices.

### **C. Conflicts of Interest and Confidentiality**

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the current version of the Higher Education Directory, published by Higher Education Publications, Inc., 6400 Arlington Boulevard, Suite 648, Falls Church, VA 22042. Phone: (703) 532-2300. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process. Therefore, the names of the reviewers will not be released to applicants. At the end of the fiscal year, names of panelists will be made available in such a way that the panelists cannot be identified with the review of any particular application.

## **PART VI—AWARD ADMINISTRATION**

### **A. General**

Within the limit of funds available for such purpose, the awarding official of CSREES shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the awarding official of CSREES as the effective date of the grant shall be no later than September 30 of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by CSREES under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (parts 3015 and 3019 of 7 CFR).

### **B. Organizational Management Information**

Specific management information relating to an applicant shall be submitted on a one-time basis as part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another CSREES program. CSREES will provide copies of forms recommended for use in fulfilling these requirements as part of the preaward process. Although an applicant may be eligible based on its status as one of these entities, there are factors which may exclude an applicant from receiving Federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

### **C. Award Notice**

The grant award document will provide pertinent instructions and information including, at a minimum, the following:

1. Legal name and address of performing organization or institution to whom the Administrator has awarded a grant under the terms of this request for applications;
2. Title of project;
3. Name(s) and institution(s) of PDs chosen to direct and control approved activities;
4. Identifying award number assigned by the Department;
5. Project period, specifying the amount of time the Department intends to support the project without requiring recompetition for funds;

6. Total amount of Departmental financial assistance approved by the Administrator during the project period;
7. Legal authority(ies) under which the grant is awarded;
8. Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
9. Applicable award terms and conditions (see <http://www.csrees.usda.gov/business/awards/awardterms.html> to view CSREES award terms and conditions);
10. Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the grant award; and
11. Other information or provisions deemed necessary by CSREES to carry out its respective granting activities or to accomplish the purpose of a particular grant.

#### **D. Administrative and National Policy Requirements**

Several Federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

7 CFR Part 1, subpart A—USDA implementation of the Freedom of Information Act.

7 CFR Part 3—USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A—USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 331 and 9 CFR Part 121—USDA implementation of the Agricultural Bioterrorism Protection Act of 2002.

7 CFR Part 3015—USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122) and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017—USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants).

7 CFR Part 3018—USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

7 CFR Part 3019—USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.

7 CFR Part 3052—USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Non-profit Organizations.

7 CFR Part 3407—CSREES procedures to implement the National Environmental Policy Act of 1969, as amended.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute) — prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq. —Bayh-Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

#### **E. Expected Program Outputs and Reporting Requirements**

Annually, each grantee must submit a one- to two-page technical Summary of Work to the CSREES National Program Leader for Water Quality and to the appropriate Regional Water Quality Coordinator (see Part II, C. for more information). Once a project is complete, the grantee is required to submit a Final Technical Report to the CSREES National Program Leader for Water Quality and to the appropriate Regional Water Quality Coordinator. The Final Technical Report should summarize all work conducted and detail outcomes, accomplishments, and outputs of funded work. This report should not exceed 15 single-spaced, typed pages. Grantees also must participate in annual three-day symposiums, organized on behalf of the NIWQP, where project results and outcomes are presented and discussed.

Grantees are required to submit annual and summary evaluation reports via CSREES' Current Research Information System (CRIS). CRIS is an electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects.



## **PART VII—PROGRAM CONTACTS**

Applicants and other interested parties are encouraged to contact Dr. Michael P. O’Neill; National Program Leader for Water Quality; Natural Resources and Environment Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2210; 1400 Independence Avenue, SW; Washington, DC 20250-2210; Telephone: (202) 205-5952; Fax: (202) 401-1706; E-mail: [moneill@csrees.usda.gov](mailto:moneill@csrees.usda.gov) or Ms. Lisa Duriancik, Program Specialist, Natural Resources and Environment Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2210; 1400 Independence Avenue, SW; Washington, DC 20250-2210; Telephone: (202) 401-4141; Fax: (202) 401-1706; E-mail: [lduriancik@csrees.usda.gov](mailto:lduriancik@csrees.usda.gov).

## **PART VIII—OTHER INFORMATION**

### **A. Access to Review Information**

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

### **B. Use of Funds; Changes**

#### **1. Delegation of Fiscal Responsibility**

Unless the terms and conditions of the grant state otherwise, the grantee may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of grant funds.

#### **2. Changes in Project Plans**

(a) The permissible changes by the grantee, PD(s), or other key project personnel in the approved project grant shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the grantee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

(b) Changes in approved goals or objectives shall be requested by the grantee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

(c) Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the grantee and approved in writing by the ADO prior to effecting such changes.

(d) Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the grantee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the grant.

(e) Changes in Project Period: The project period may be extended by CSREES without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed five years. Any extension of time shall be conditioned upon prior request by the grantee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of a grant.

(f) Changes in Approved Budget: Changes in an approved budget must be requested by the grantee and approved in writing by the ADO prior to instituting such changes if the revision will

involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or grant award.

### **C. Confidential Aspects of Applications and Awards**

When an application results in a grant, it becomes a part of the record of CSREES transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in a grant will be retained by the Agency for a period of one year. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

### **D. Regulatory Information**

For the reasons set forth in the final Rule-related Notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

### **E. Definitions**

*1890 Land-Grant Institution* means one of those institutions eligible to receive funds under the Act of August 30, 1890 (26 Stat. 419, chapter 841, 7 U.S.C. 321 et seq.) including Tuskegee University and West Virginia State University.

*1994 Land-Grant Institution* means one of those institutions as defined in 532 of the Equity in Education Land-Grant Act of 1994 (7 U.S.C. 301 note) as amended. These institutions are commonly referred to as Tribal Colleges or Tribal Universities.

*Administrator* means the Administrator of the Cooperative State Research, Education, and Extension Service (CSREES) and any other officer or employee of the Department to whom the authority involved is delegated.

*Authorized Departmental Officer* means the Secretary or any employee of the Department who has the authority to issue or modify grant instruments on behalf of the Secretary.

*Authorized Organizational Representative* means the president or chief executive officer of the applicant organization or the official, designated by the president or chief executive officer of the applicant organization, who has the authority to commit the resources of the organization.

*Budget period* means the interval of time (usually 12 months) into which the project period is divided for budgetary and reporting purposes.

*Cash contributions* means the applicant's cash outlay, including the outlay of money contributed to the applicant by non-Federal third parties.

*Department or USDA* means the United States Department of Agriculture.

*Education activity* means formal classroom instruction, laboratory instruction, and practicum experience in the food and agricultural sciences and other related matters such as faculty development, student recruitment and services, curriculum development, instructional materials and equipment, and innovative teaching methodologies.

*Extension activity* means an act or process that delivers science-based knowledge and informal educational programs to people, enabling them to make practical decisions.

*Grant* means the award by the Secretary of funds to an eligible organization or individual to assist in meeting the costs of conducting, for the benefit of the public, an identified project which is intended and designed to accomplish the purpose of the program as identified in these guidelines.

*Grantee* means an organization designated in the grant award document as the responsible legal entity to which a grant is awarded.

*Integrated* means to bring the three components of the agricultural knowledge system (research, education, and extension) together around a problem area or activity.

*Matching* means that portion of allowable project costs not borne by the Federal Government, including the value of in-kind contributions.

*Peer review* means an evaluation of a proposed project for scientific or technical quality and relevance performed by experts with the scientific knowledge and technical skills to conduct the proposed work or to give expert advice on the merits of a proposal.

*Project director* means the single individual designated by the grantee in the grant application and approved by the Secretary who is responsible for the direction and management of the project, also known as a principal investigator for research activities.

*Prior approval* means written approval evidencing prior consent by an authorized departmental officer as defined above.

*Project* means the particular activity within the scope of the program supported by a grant award.

*Project period* means the period, as stated in the award document and modifications thereto, if any, during which Federal sponsorship begins and ends.

*Research activity* means a scientific investigation or inquiry that results in the generation of knowledge.

*Secretary* means the Secretary of Agriculture and any other officer or employee of the Department to whom the authority involved is delegated.

*Third party in-kind contributions* means non-cash contributions of property or services provided by non-Federal third parties, including real property, equipment, supplies and other expendable property, directly benefiting and specifically identifiable to a funded project or program.

*Total integrated, multifunctional research, education, and extension approach* means that the combination of grants (although the individual grants may involve only research, education, or extension activities or a combination thereof) awarded under the fiscal year's program components will work together to address the priorities in United States agriculture as determined by the Secretary of Agriculture in consultation with the Advisory Board, that involve integrated research, extension, and education activities.

*Urbanizing* means areas of agricultural and rural watersheds that are experiencing rapidly increasing land development pressure including but not limited to development for low, medium, and high density housing, industrial and commercial sites, and the infrastructure (roads, highways, utilities, etc.) needed to support this increased land development.

## **F. CSREES' Grants.gov Implementation Plans**

Grants.gov is an internet web site for grant and other financial assistance information (e.g., allows grant seekers to find funding opportunities). It also will serve to facilitate electronic transmission of information pertaining to grants and other financial assistance information (e.g., electronic application submission).

In FY 2004, CSREES initiated the receipt of applications electronically through the Grants.gov (<http://www.grants.gov>) storefront for limited programs. As a result of this initiative, it was evident that improvements were necessary prior to further implementation of electronic applications. CSREES is working hard to provide Grants.gov as an option for programs in FY 2005. More information about CSREES' Grants.gov plans, including important announcements, program implementation, and detailed requirements, is posted on the CSREES' web site, [http://www.csrees.usda.gov/business/other\\_links/egov/egov.html](http://www.csrees.usda.gov/business/other_links/egov/egov.html), which will be updated as appropriate. It is suggested that this site be visited periodically for important updates.

Grants.gov is not an option for the submission of applications in response to this RFA. See Part IV, E for information about the format (i.e., hard copy or electronic) for the submission of applications under this RFA.

## **G. DUNS Number**

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of

over 70 million businesses worldwide. A Federal Register notice of final policy issuance (68 FR 38402) requires a DUNS number in every application (i.e., hard copy and electronic) for a grant or cooperative agreement (except applications from individuals) submitted on or after October 1, 2004. Therefore, potential applicants should verify that they have a DUNS number or take the steps needed to obtain one. For information about how to obtain a DUNS number go to <http://grants.gov/RequestaDUNS>. Please note that the registration may take up to 14 business days to complete.

#### **H. Required Registration for Grants.gov**

The Central Contract Registry (CCR) is a database that serves as the primary Government repository for contractor information required for the conduct of business with the Government. This database will also be used as a central location for maintaining organizational information for organizations seeking and receiving grants from the Government. Such organizations must register in the CCR prior to the submission of applications via grants.gov (a DUNS number is needed for CCR registration). For information about how to register in the CCR visit <http://grants.gov/CCRRegister>. Allow a minimum of 5 days to complete the CCR registration.